

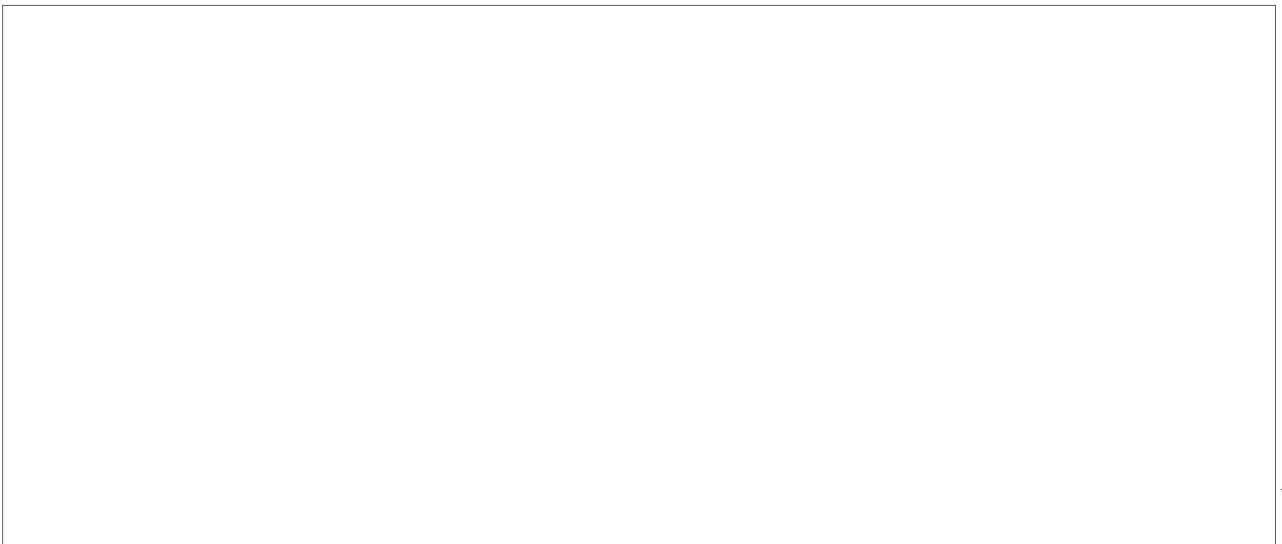
INDEX

NO.	DATE	DESCRIPTION
1	30 Jan 53	Draft of Memorandum for the Record re Training Plan - Office of Logistics
2	18 Feb 53	Mission and Functions Sheet
3	6 Apr 53	Memo from White to DTR notifying of change in TLO for Logistics
4	21 May 53	Minutes of Logistics Office Training Coordinator Meeting No. 53-1
5	10 Jun 53	Minutes of Logistics Office Training Coordinator Meeting No. 53-2
6	Jun 53	Copy of Logistics Individual Indoctrination Program
7	9 Jul 53	Minutes of Logistics Office Training Coordinator Meeting No. 53-3
8	29 Jul 53	Minutes of Logistics Office Training Coordinator Meeting No. 53-4
9	9 Jul 53	Minutes of Logistics Office Training Coordinator Meeting No. 53-3
10	24 Aug 53	Memo for All Division Chiefs re Logistics Individual Indoctrination Program from Acting Chief, Administrative Staff

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24 August 1953

MEMORANDUM FOR: All Division Chiefs

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SUBJECT : Logistics Individual Indoctrination Program

	<u>NAME</u>	<u>RANK</u>	<u>ASSIGNMENT</u>	<u>PERIOD ASSIGNED</u>
FOR:		GS-13	FE Division	31 Aug. - 4 Sept. 1953
		GS-11	Field Admin. Officer EE	31 Aug. - 2 Sept. 1953

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1. Above named individuals will be assigned to the Logistics Office for the period indicated for the purpose of training and indoctrination. Following is a schedule reflecting subjects to be discussed and the names of Logistics Office representatives concerned:

<u>SUBJECT</u>	<u>NAME AND TITLE</u>	<u>LOCATION</u>	<u>EXTENSION</u>	<u>DATE</u>	<u>TIME</u>
Opening remarks, organization, functions, and mission of Logistics Office.	Training Officer	1C-46 Qtrs. Eye		31 Aug.	8:30 - 9:00
Introductions	Chief of Logistics, Mr. James A. Garrison	1C-50 Qtrs. Eye		31 Aug.	9:00 - 9:30
*Organization and functions of Coordination and Requirements Staff	Chief, C&R Staff	1628 Qtrs. Eye		31 Aug.	0940 - 1700
**Organization, functions and operations of Supply Division	Chief, Supply Division; and selected division representatives	1028 Qtrs. Eye		1 Sept. 2 Sept.	8:30 1700

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<u>SUBJECT</u>	<u>NAME AND TITLE</u>	<u>LOCATION</u>	<u>EXTENSION</u>	<u>DATE</u>	<u>TIME</u>
Organization and functions of Procurement Division	[Redacted] Actg. Chief, Procurement Division	1328 Qtrs. Eye	[Redacted]	3 Sept.	8:30 - 1700 25X1
Organization and functions of Transportation Division	[Redacted] Chief, Transportation Division	1510 "I" Bldg.		4 Sept.	8:30 - 12:00 25X1
Organization and functions of Real Estate and Construction Division	[Redacted] Chief, RE&C Division	Wing E, 2nd Floor, Alcott Hall		4 Sept.	1300 - 1545 25X1
Summary and Discussion	[Redacted] Training Officer	1C-46		4 Sept.	1600 - 1700

FOR THE CHIEF OF LOGISTICS:

[Redacted]
Acting Chief, Administrative Staff

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MINUTES

Logistics Office Training Coordinator Meeting No. 53-3
1000 hours 9 July 1953

Attending:

Transportation Division
Procurement Division
Procurement Division
Real Estate & Construction Division
Coordination & Requirements Staff
Logistics Office Training Officer

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1. Training Coordinator Meeting Minutes. It was agreed that minutes of Training Coordinator meetings were useful and should continue to be distributed to division training coordinators. These minutes obviate the necessity for extensive memoranda to the divisions in connection with training activities, and serve as a training policy reference for the division. Coordinators requested that minutes be furnished as soon as possible after meetings take place.

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2. Frequency of Training Coordinator Meetings. It was noted that training coordinator meetings had been conducted on a monthly basis rather than bi-monthly as was previously agreed; however, the present arrangement agreeable to training coordinators. Accordingly, future meetings will be held at the call of the Training Officer not less frequently than on a monthly basis. Special meetings will be called when required.

3. Procedure for Submission of Training Requests. Training Officer indicated that some requests had been received without signature of the Division Training Coordinator concerned. It was agreed that training coordinators should be aware of all training requests initiated within the divisions in order to be properly cognizant of division training requirements, and to be aware of the extent to which division personnel are participating in announced training courses. In the future, training coordinators will review all requests for training prior to submission to the Logistics Office Training Officer for the purpose of assuring that the training requested is necessary in connection with the position concerned, and otherwise is consistent with announced training policies. Training requests will be returned to coordinators for such analysis and for signature when necessary.

4. Training Requirements. Coordinators were informed that external training budget requirements had been reviewed by the Office of Training,

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and that no exception was taken thereto. Accordingly, division training coordinators will be responsible for assuring that the training requirement indicated in division submissions is utilized on a programmed basis.

5. Training Records. Coordinators were advised that the training status Flexline file is now in current status, and that copies of training requests are being retained in the files of the Training Officer. Accordingly, there is no requirement for divisions to retain copies of individual training requests, inasmuch as these records will be available to the extent desired. This, of course, does not preclude the establishment and maintenance of records essential in carrying out the responsibilities of the training coordinators.

6. Agency Indoctrination Course. Information was furnished that the allotment of spaces for the Logistics Office for Agency indoctrination course No. 11 (4-7 August 1953) has been increased to persons. These spaces have been allotted to the divisions. Coordinators were requested to furnish lists of names of persons to attend the 11th AIS not later than 20 July 1953, together with a specified number of alternates in the event designated individuals are not able to attend.

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7. Agency Indoctrination Sessions. Coordinators again were informed of the arrangements that have been made for Logistics Office personnel to attend Agency Indoctrination sessions held each Thursday from 0900 to 1200 hours in Room 117 Central Building. Coordinators were requested to review division personnel and schedule interested persons who reported for duty with the Agency prior to December 1951 to attend one of these weekly sessions.

8. Basic Intelligence Course (Supplemental). It was announced that the Procurement and the Transportation Divisions had indicated that schedules had been developed for eligible division personnel to attend either the BIC (Sup.) or the Administrative Support Course. Training Coordinators were requested to complete division schedules as soon as practicable and to transmit listings of persons to attend each course to the Logistics Office Training Officer. Training Forms (TF-51) may be submitted for such individuals at any time after lists have been developed, but must be in the hands of the Logistics Office Training Officer at least 7 days prior to the date scheduled course commences.

9. Human Resources Program. Information was furnished concerning forthcoming Human Resources Program appreciation sessions to be held in Mr. Garrison's Office at 0900 hours 15 July 1953. Logistics Office Training Officer indicated that it was desirable for division training coordinators also to attend this meeting in order that they may be aware of the advantages and content of the course. Such information will be necessary at the time the course is commenced in divisions of the Logistics Office. Training Officer will advise coordinators as soon as possible whether approval is obtained for them to attend this meeting.

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10. Logistics Support Course. Coordinators agreed that the change in title of this course (formerly called the Basic Logistics Course) is desirable. Information was furnished that the initial drafts of division proposals in connection with this course had been received from Transportation, Procurement, and Supply Divisions. Additional work is necessary in finalizing course content and will be initiated immediately following a scheduled meeting with the Chairman of the D/P Training Committee to be held 1330 hours 13 July 1953 in Room 1C-46, Qtrs. Eyn. Arrangements have been made whereby D/P personnel with overseas logistics experience will provide detailed information concerning logistics operations and problems in overseas areas, this information will be used in developing and improving the Logistics Support Course. Logistics Office Training Officer and Deputy Chief, Supply Division will visit [redacted] 22 through 25 July for the purpose of assuring that supply procedures are in accordance with current directives and to develop a schedule of training to be received by logistics trainees at the installation.

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11. Individual indoctrination. Procedure for scheduling the indoctrination of D/P officials prior to overseas assignment was reviewed. It was concluded that the present procedure and content of training schedules was effective and should be continued.

12. Training Policy. Question was raised relative to the future participation of the Logistics Office in announced training programs. It was indicated that the present emphasis by the Agency on formal off-the-job training interferes in the accomplishment of some operations and that, although formalized Agency training perhaps will be beneficial in the long run, it appears that no end is in sight for training to be conducted.

It is true that an increased amount of time is necessary for mandatory training of personnel entering on duty with the Agency. In essentially all instances, the Logistics Office has not been consulted prior to the imposition of these mandatory training requirements. Consequently, even though this training may be found to be desirable, upon evaluation, there is much misunderstanding and resentment on the part of operating personnel toward the time persons under their control must be away from their assignment for the purpose of training.

Coordinators were reminded that the training now imposed is fundamentally the Agency attempt to provide information concerning overall operations that was not available and felt essential two or three years ago. The future training programs of the Agency will be determined by training requirements reflected from the operating level. Operating officials and division training coordinators can best assure that undue emphasis is not given to formalized training by careful evaluation of requirements and judicious use of available facilities. In the event that, upon detailed evaluation, training programs, courses, etc. are determined unnecessary or undesirable for specific individuals, specific positions, or groups of employees or positions, such evaluations should be forwarded through appropriate channels

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in order that the time and funds expended for Agency training may be reconsidered in the interest of most effective utilization thereof. Provision is made for excepting individuals from mandatory training when such exception is clearly in the best interest of the office and the Agency.

Coordinators also were advised of the important part they, as training representatives of their divisions must play in the administration of the Logistics Career Service Program, and that they will be called upon to develop long range training schedules and programs for individuals and operations with the objective of continually increasing operational effectiveness through greater realization of employee potentials.

[Redacted]
Logistics Office Training Officer

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[Redacted] (10 July 1955)

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Distribution:

- 1 - Office of the Chief, Special Staff, Administrative Staff
- 1 - To each LS Division Training Coordinator (5)
- 1 - Director of Training
- 1 - LS/Training File
- 1 - LS/Official File

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MINUTES

**Logistics Office Training Coordinator Meeting No. 53-4
1400 hours 29 July 1953**

Attending:

[] Supply Division
[] Transportation Division
[] Procurement Division
[] Procurement Division
[] Administrative Staff
[] Coordination & Requirements Staff
[] Logistics Office Training Officer
[] Logistics Office Personnel Officer

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Absent:

[] Real Estate and Construction Division

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1. Logistics Office Training Officer. [] was introduced as the Logistics Office Training Officer, replacing [] who has been reassigned. [] will report for duty approximately 4 August 1953. [] expressed appreciation for the cooperation and work performed by division training coordinators since the Logistics Office Training Program was initiated approximately 3 months ago.

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2. Technical Services Staff Orientation. Announcement was made that arrangements have been concluded with the Training Officer for the Technical Services Staff whereby selected Logistics Office representatives will attend TSS Orientations in the future. These orientations are conducted on a bi-monthly basis and occupy approximately 16 hours during one week. The next orientation will be conducted in late August or early September. [] will notify the LO Training Officer in sufficient time for selection of office representatives who will attend.

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3. Announcement was made that arrangements have been concluded with [] Office of Training, whereby Logistics Office personnel may participate in future clandestine training courses to the extent appropriate in order to increase the effectiveness of Logistics support to agency operations. A revised Agency catalogue of clandestine courses will be available approximately 21 August 1953. These courses will be evaluated at that time and a determination made as to the extent to which Logistics Office should utilize them.

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[] also indicated that special briefings would be arranged by Office of Training in connection with Agency operations if this was determined to be more satisfactory than attendance of LO representatives at these courses.

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4. Logistics Support Course. Training Officer reviewed the present status of the Logistics Support Course and indicated that the target date on which Logistics Office will [] readiness to receive the first

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group from DA/2 for training is approximately 1 September 1953.

Training Coordinator for Supply Division, indicated his doubt concerning the ability of [] to be in readiness to provide scheduled on the job training by the target date of 21 September. This matter will be investigated further prior to actual scheduling of the first group to receive training. Coordinators were advised that a program was in process of development whereby each instructor who will participate in the Logistics Support Course will receive additional indoctrination in instruction techniques and principals. Three Army Department Instructor Training Films are being secured and will be shown at the time Instructor Training is given. Training Officer suggested that the Logistics Office conduct a "dry run" of presentations and instruction to be given in the Logistics Support Course in order to provide additional assurance that instructors are prepared and that material given is pertinent in achieving the objectives of this course.

5. Basic Intelligence Course. Training Coordinators were requested to submit training requests for persons to attend the Basic Intelligence Course (BIC) or the Administrative Support Course as soon as it is known when individuals will be available. This action is necessary in view of the rapidity with which these courses are being filled. Additionally, this action will assist the Office of Training in determining the number of classes it must conduct in order to meet the demand of Agency components for them.

6. Human Resources Program. Training Coordinators were requested to review the names of persons listed for attendance at the four groups now scheduled and to indicate to the LO Training Officer not later than 7 August 1953 any additional persons who should attend this course because of current supervisory responsibilities or anticipated supervisory assignments.

7. Defense Department School Lectures. Agency regulation [] was reviewed and questions concerning it were discussed. Training Coordinators will furnish the LO Training Officer a listing of the names of individuals within their organization for whom authority is desired to attend Defense Department School Lectures together with essential information for each person concerned. After this authority is obtained, authorized individuals may attend lectures upon notification to the Training Officer not later than 1000 hours of the day preceding the date on which the lecture is given.

8. Career Service Program. Considerable discussion was held relative to the problem of providing a recognizable career service program for clerical personnel. [] indicated that clerical personnel assigned to the Logistics Office were under the cognizance of the Logistics Career Service Board and that, as such, it was the responsibility of the Logistics Office to monitor their training and

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development and to assure their integration into the Agency Career Service Program. No specific conclusions were reached as to the manner in which clerical personnel would participate in the Career Service Program.


Logistics Office Training officer

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MEMORANDUM FOR: All Division Chiefs

SUBJECT : Logistics Individual Indoctrination Program

FOR:	NAME	RANK	ASSIGN- MENT	PERIOD ASSIGNED
		Lt. Col. (Inf.)	FE Div.	11 - 19 June 1953
		GS-14	FE Div.	11 - 26 June 1953
		GS-13	EE Div.	11 - 17 June 1953

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1. Above named individuals will be assigned to the Logistics Office for the periods indicated for the purpose of training and indoctrination. Following is a schedule reflecting subjects to be discussed and the names of Logistics Office representatives concerned:

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SUBJECT	NAME AND TITLE	LOCATION	EXTENSION	DATE	TIME
Opening remarks, Organization, functions, and mission of Logistics Office	Training Officer	1C-50 Qtrs. Eye		11 June	9:00 - 9:30
Introductions	Actg. Chief of Logistics, Chief, Special Staff, Asst. Chief for Operations, Chief, Administrative Staff,	1C-50 Qtrs. Eye		11 June	10:15 - 10:45
Organization, functions and operations of Supply Division	Actg. Chief, Supply Div. and selected division representatives	1028 Qtrs. Eye		11 June thru 15 June	11:00 - 4:15
Discussion		1C-46 Qtrs. Eye		15 June	4:20 - 5:00

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<u>SUBJECT</u>	<u>NAME AND TITLE</u>	<u>LOCATION</u>	<u>EXTENSION</u>	<u>DATE</u>	<u>TIME</u>
Organization and functions of Coordination and Requirements Staff	[redacted] Chief, C&R Staff	1628 Qtrs Eye	[redacted]	16 June	9:00 - 2:00 25X1
Organization and functions of Real Estate and Construction Division	[redacted] Chief, RE&C Division	Wing E, 2nd Floor, Alcott Hall		16 June	2:15 - 4:30 25X1
Discussion	[redacted] Training Officer	1C-46 Qtrs Eye		16 June	4:40 - 5:00 25X1
Organization and functions of Procurement Division	[redacted] Acting Chief, Procurement Division	1328 Qtrs Eye		17 June	9:00 - 10:30 25X1
Organization and Functions of Transportation Division	[redacted] Chief, Transportation Division	1510 "I" Bldg.		17 June	11:00 - 4:00 25X1
Discussion	[redacted] Training Officer	1C-46 Qtrs Eye		17 June	4:30 - 5:00 25X1

2. Upon concluding above indoctrination, [redacted] will return to EE Division. 25X1
3. [redacted] will observe operations in agency departmental warehouses from 9:00 to 5:00, 18 June, after which they will receive additional indoctrination in connection with functions in which interested and particularly pertinent to their projected assignment.
4. [redacted] will return to EE Division upon completion of indoctrination 19 June. 25X1

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5. [] will visit [] 25 and 26 June for the purpose of observing depot operations and receiving further indoctrination in field supply activities, after which he will return to FE Division.

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[]
Acting Chief of Logistics

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AS/IO/JAS:lmr (5 June 1953)

Distribution:

- 1 - Acting Chief of Logistics
- 1 - Asst. Chief for Operations
- 1 - Each Division and Staff Chief
- 1 - Each individual undergoing program
- 1 - EE Div. DD/P
- 2 - FE Div. DD/P
- 1 - Director of Training
- 1 - IO Training File
- 1 - IO Official File

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Logistics Office Training Coordinator Meeting No. 53-2
0730 hours 10 June 1953

Attending:

Supply Division
Procurement Division
Transportation Division
Real Estate & Construction Division
G-2 Staff
Logistics Office Training Officer

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1. Status of Basic Logistics Course. Course outline and a list of instructors designated to conduct Supply Division classroom instruction was received from Supply Division. Chief, Supply Division was directed that division personnel be prepared to conduct the first Basic Logistics Course by 1 July 1953. Course outlines have not been received from Transportation Division and Procurement Division. It was announced that the Training Officer will visit the Agency field training installation soon in order to examine facilities for providing on-the-job supply training and to develop an appropriate schedule.

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2. Logistics Individual Indestrinations Program. Announcement was made that 3 HQ/T key personnel would report to the Logistics Office for indoctrination on 11 June 1953. A schedule of conferences was furnished each division 5 June 1953. While it is recognized that these indoctrinations do interfere with operations to some extent, coordinators were advised that the Office is committed to this training and that the office should realize considerable value from this program if properly conducted. Persons participating in these indoctrinations generally will be at GS-13 or above level, and will occupy key logistics and administrative positions in HQ/T and in field installations. Their understanding of Logistics Office operations will result in improvement and maintenance of desirable work relationships with those organizations the Office is organized to service.

Supply Division Training Coordinator requested that future indoctrinations be limited to 3 persons to receive training simultaneously.

3. Air Operations Staff Officers Course. It was announced that arrangements have been made with Director of Training (Special) for Logistics Office personnel to participate in this course. Course is three weeks in length and is conducted in the field training installation. Logistics Office will select at least one person to attend the July 1953 course.

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MINUTES

**Logistics Office Training Coordinator Meeting No. 53-1
1500 hours 21 May 1953**

Attending:

Supply Division
Procurement Division
Transportation Division
Real Estate and Construction Division
Coordination and Requirements Staff
Coordination and Requirements Staff
Lt/Training Officer

1. (a) [] opened the meeting with the observation that this constituted the first meeting of Logistics Office Training Coordinators and a discussion of the following duties they will perform:

(1) Determine division training requirements.

(2) Monitor intra-division on-the-job training, individual indoctrinations and briefings, and participation in the development and conduct of Logistics Office training courses and programs.

(3) Represent divisions in determining office training policies.

(4) Participate in the selection and processing of personnel to attend announced courses.

(b) It was concluded that future meetings should be held two times per month, one of which should immediately follow the monthly meeting of Agency Training Coordinators.

2. A copy of the recently approved Logistics Office policy regarding justification of training requests was given to each of those present. Henceforth, in order for training to be authorized at government expense or during working hours, such training must be ~~necessary~~ in performing the duties of the position to which assigned or in performing the duties of a position for which employee definitely is scheduled.

3. Basic Logistics Course. Course was discussed from the standpoint of purpose, functions to be covered, subjects to be included, types of instruction, target dates and format of course outline for each division. The Logistics Office should be ready to receive the first group of ED/P personnel for training between 15 July and 1 August 1953. Some delay in preparation of course outline is expected with regard to the Procurement Division, in view of Fiscal Year Budget and the absence of [] Training Coordinator, while attending the Navy Negotiators Training Course.

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4. ~~Legislation Office external training budget requirements.~~ Coordinators were provided information concerning types of training to be included in the training budget estimate for submission to the Office of Training. Training requirements for Fiscal Year 1954 and 1955 were to be completed and in the Administrative Staff not later than 28 May.

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Legislation Office Training Officer

AS/LO/JAG:lar

Distribution:

- 1 - Office of Chief, Special Staff, Administrative Staff
- 1 - To each LO Division Training Coordinator (5)
- 1 - Director of Training
- 1 - LO/Training File
- 1 - LO/Official File

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Training Liaison Officer

DATE: APR 6 1953

Effective immediately, [] is designated
Training Liaison Officer for the Logistics Office, vice Mr.
[] relieved. [] is assigned to the
Administrative Staff of this Office.

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LO/AS/WAS/mel (3 April 1953)

Distribution:

- 2 - Addressee
- 1 - []/C&R
- 1 - Official File

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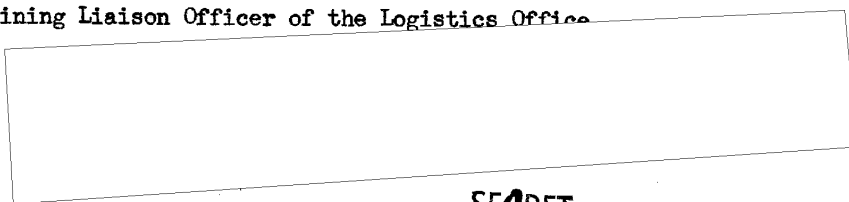
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File
Logistics

53-10

The _____ shall:

1. Identify and define, in collaboration with the Director of Training, current and long-range requirements for the training of departmental and field personnel of the Logistics Office in the various functions of the Office.
2. Plan and develop, in collaboration with the Director of Training, logistics training courses and programs to meet such of the requirements as can best be met by the Logistics Office.
3. Assist and advise the Director of Training in the development of logistics training courses and programs at appropriate external facilities.
4. Direct and conduct those logistics training courses and programs to be provided by the Logistics Office; and transmit to the Director of Training periodic reports on the status and progress of such courses and programs.
5. Develop and recommend training policies, standards and procedures for the conduct of logistics training courses and programs provided by the Logistics Office; and assist and advise in the development of techniques for on-the-job training.
6. Serve as Training Advisor to the Career Service Board of the Logistics Office.
7. Serve as Training Liaison Officer of the Logistics Office



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12 Feb 53

TRAINING FUNCTIONS

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1. Determines requirements for training of departmental and field personnel of the Logistics Office in the various functions of the Office, e. g. Warehousing, Transportation, Contracting, Packing and Crating, Property Accounting, Real Property Acquisition and Management, etc.
2. Determines requirements for technical logistics training of personnel of other Offices of the Agency who are engaged in logistics activities, ~~as requested by DD/P and D/TR~~ ?
3. In collaboration with Office of Training, analyzes training requirements to determine (a) appropriate training methods and standards applicable to particular requirements and (b) training facilities and curricula needed. ✓
4. Pursuant to training plans developed in collaboration with Office of Training, schedules individuals for prescribed training. ✓
5. Develops courses in coordination with the Office of Training, and conducts those courses in logistics operations which are to be provided by the Logistics Office. ✓
- ✓ 6. Serves as Training Liaison Officer for Logistics Office.
7. Advises Chief, Logistics Office, of training courses available and recommends training policy of the Office. ✓
8. Coordinates with the Office of Training in securing training support materials. ✓
9. As required by Office of Training, assists in identifying and evaluating extra-Agency facilities for training in logistics and related matters. ✓
10. Prepares periodic reports regarding the status of logistics training programs for the Director of Training. ✓
11. Serves as consultant to the Director of Training with regard to logistics training and related matters. ✓
12. Serves as Training Advisor to the Logistics Office Career Service Board. ✓

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Training Functions (cont'd)

11. Advises the Logistics Office Career Service Board on training aspects of the career service program and rotation of personnel.

12. Conducts special and regular training programs for Logistics Office personnel as required by the Office of Training and CIA requirements.

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